

Preliminary
UnESS Concept Study
Report Guidelines and Compliance Table

Table 1 Proposal Page Count Limits

Section	Section Name	Page Limit
	Cover Page Endorsements Table of Contents	No page limit
1.0	Executive Summary	25 pages
2.0 3.0 4.0 5.0 6.0 7.0	Science/Applications Investigation Student Involvement Investigation Description Technical Implementation Management Other Opportunities Mission Definition and Preliminary Design Study Plan	100 pages
8.0	Cost and Cost Estimating Methodology	No page limit, but data presented in formats described must be included
Appendices (No other appendices permitted) A. Resumes B. Letters of Endorsement C. Mission Definition and Requirements Agreement D. Certifications E. Statement(s) of Work for Each Contract Option F. Incentive Plan(s) G. Relevant Experience and Past Performance H. International Agreement(s) I. Mission Assurance Plan J. Flight and Ground Safety Plan K. Compliance Matrix L. Office Of Equal Opportunity Programs Minority University Research and Education Programs Funding Accomplishments (required only if NASA provided this funding) M. Additional Cost Data (Optional) N. Reference List (Optional) O. Acronyms List (Optional) P. Downselect Process Modification Document		No page limit, but small size encouraged

Table 2 Format and Layout

Page Size	8.5 X 11 inches or A4 European Standard
Page Layout	Single or Double-Column
Margins	1 inch top and bottom 1 inch left and right sides
Line per page	55 lines max
Foldout Pages	Maximum 7 pages; 11 X 17 inches (will not count against page limit)
Font Size	No smaller than 12-point Times (approximately 15 characters per inch)
Proposal Binding	Plastic Comb or 3 Ring loose leaf binders

Table 3 Compliance Table

Item	Requirement	Required for Concept Study	Included
1	Cover Page	Yes	
2	Endorsements	Yes	
3	Table of Contents	Yes	
4	Executive Summary	Yes	
5	Investigation Summary Forms I and II (from AO)	Yes	
6	Science/Applications Investigation	Yes	
7	Student Involvement Investigation Description	Yes	
8	Technical Implementation	Yes	
9	Traceability Matrix	Yes	
10	Master Equipment List	Yes	
11	Management Processes and Plans	Yes	
12	Mission Schedule	Yes	
13	Principal Investigator	Yes	
14	Co-Investigators	Yes	
15	Project Manager	Yes	
16	Risk Management Plan	Yes	
17	Mission Assurance and Safety	Yes	

Table 3 Compliance Table (cont'd)

Item	Requirement	Required for Concept Study	Included
18	Facilities and Equipment	Yes	
19	Mission Reporting and Reviews	Yes	
20	Education and Public Outreach	Yes	
21	Small, Small Disadvantaged, and Minority Institutions	Yes	
22	Commercialization	Yes	
23	Mission Definition and Preliminary Design Study Plan	Yes	
24	Cost and Cost Estimating Methodology Summary	Yes	
25	Work Breakdown Structure	Yes	
26	NASA Mission Costs in Real Year Dollars	Yes	
27	Resumes	Yes	
28	Letters of Endorsement	Yes	
29	Mission Definition and Requirements Agreement	Yes	
30	Certifications	Yes	
31	Statements of Work	Yes	
32	Incentive Plan	Yes	
33	Relevant Experience and Past Performance	Yes	
34	International Agreement(s)	Yes	
35	Mission Assurance Plan	Yes	
36	Flight and Ground Safety Plan	Yes	
37	Compliance Matrix	Yes	
38	Office of Equal Opportunity Programs Minority University Research and Education Funding Accomplishments (if you received this funding, this appendix is required)	Optional	
39	Additional Cost Data	Optional	
40	References List	Optional	
41	Acronyms List	Optional	
42			
43			
44			
45			

Table 4 Concept Study Package Checklist

<u>Item</u>	<u>Requirements</u>	<u>Included</u>
Concept Study Package – Hardcopy	25 Copies with each copy in its own binder	<input type="checkbox"/>
Downselect Process Modification Document	Include this document with Concept Study hardcopies as Appendix P	<input type="checkbox"/>
Concept Study Package – Electronic Version	One set on 3 ½” diskettes -or- One set on 100Mb iomega ZIP disks -or- One set on CD-ROM	<input type="checkbox"/>